

TITLE 56: LABOR AND EMPLOYMENT  
CHAPTER III: DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

PART 2660  
JOB TRAINING AND ECONOMIC DEVELOPMENT GRANT PROGRAM (REPEALED)

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## SUBPART A: GENERAL REQUIREMENTS

### **Section 2660.10 Purpose**

Establish and expand partnerships between community-based providers and local employers to develop training programs for unemployed disadvantaged persons and train existing low skill, low wage employees and newly hired disadvantaged persons to meet the skill needs of local industry.

### **Section 2660.20 Definitions**

Community-based Provider – A not-for-profit organization, with a local board of directors, that directly provides job training services. The not-for-profit organization must have a history of serving disadvantaged persons, including welfare recipients.

Department – The Department of Commerce and Community Affairs (DCCA).

Director – The Director of the Department of Commerce and Community Affairs.

Disadvantaged Person – An individual who:

receives, or is a member of a family which receives, cash welfare payments under a federal, State, or local welfare program;

has, or is a member of a family which has, received a total family income for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not the excess of the higher of:

the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Omnibus Reconciliation Act of 1981 (442 USC 9902(2)); or

70% of the lower living standard income level;

is receiving (or has been determined, within the last six month period prior to the application for the program involved, to receive) food stamps pursuant to the Food Stamp Act of 1977;

qualifies as a homeless persons under subsections (a) and (c) of section 103 of the Steward B. McKinney Homeless Assistance Act;

is a foster child on behalf of whom State or local government payments are made; or

in cases permitted by the Secretary of the U.S. Department of Labor, is an individual with a disability whose own income meets the requirements of one of the first two subparagraphs of this definition, but who is a member of a family whose income does not meet such requirements.

Economic Development Organization – Includes local planning or community development organizations and other local organizations and institutions responsible for promoting or assisting in local economic development.

Grantee – Any applicant for a grant under this program whose proposal is funded by the Department.

JTPA – The federal Job Training Partnership Act.

Low Wage – An hourly wage (or equivalent), excluding fringe benefits, that is equal to, or less than, 175% of the Federal Poverty Rate for a family of three.

Secretary – Secretary of the U.S. Department of Labor.

Training Partners – A Community-based provider and one or more employers who have established training and placement linkages.

### **Section 2660.30 Eligible Grant Applicants**

An eligible applicant for a grant under the Job Training and Economic Development Demonstration Grant Program shall be a community-based provider.

### **Section 2660.40 Administrative Requirements**

- a) Audits – The Department reserves the right to conduct specific audits at any time during normal working hours of funds expended under Department grants.

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- b) Monitoring – The Department will ensure that periodic on– site grant monitoring visits are conducted by the Department during the course of the grant period. The Department shall verify that the Grantee's financial management system is structured to provide accurate, current, and complete disclosure of grant expenditures and that all expenditures are in accordance with all provisions, terms, and conditions contained in the grant agreement with the Department. The Department shall also verify that participant files are maintained and contain documentation sufficient to demonstrate that individuals receiving training were, at the time the training was provided, low wage workers, recently hired disadvantaged persons, or unemployed disadvantaged persons.
  - c) Reporting – The Grantee shall submit the following reports to the Department:
    - 1) within 45 days after the end of each quarter, a written description of achievements as compared to the planned scope of the work;
    - 2) within 45 days after each quarter, a summary of grant expenditures as compared to quarterly planned expenditures; and
    - 3) within 60 days after the end of the grant period, a final written evaluative report summarizing grant achievements, accompanied by all deliverable products as specified in the grant agreement.

The Department reserves the right to withhold any future year funding for non– compliance with these provisions.
  - d) Grant Disbursements – Disbursement of grant funds from the Department will be made in accordance with a schedule negotiated with the Grantee and included in the grant agreement. Such agreements shall provide for disbursement of all grant funds prior to the end of the fiscal year of appropriation, subject to a determination by the Department that satisfactory progress is being made by the Grantee to implement grant activities.
  - e) Grant Close-out – The Grantee shall be responsible for completing the grant close-out package which shall be provided by the Department and identifies the financial status of these grant funds. The Grantee, upon submission of the close-out package, or within 45 days after the expiration of the grant, whichever is first, shall refund to the Department any balance of funds which were unexpended or unobligated at the end of the grant period. In addition, the Grantee shall repay the Department for any funds determined by the Department to have been spent in violation of the grant agreement. If the grant should terminate for any reason, the close-out package shall be due within 45 days after the date of termination.

- f) Record Retention – Grantees shall retain all records for a period of five years from the expiration date of the grant, or three years after the final resolution of a grant related audit, whichever is later.

## SUBPART B: INDUSTRY LINKED TRAINING FOR LOW WAGE WORKERS

### Section 2660.110 Program Goal

Establish or expand partnerships between community-based providers and employers to train existing low skill, low wage employees and newly hired disadvantaged persons to meet the skill needs of local industry and increase the earnings of the workers.

### Section 2660.120 Application Procedures

- a) Initial Application and Awards  
Contingent upon the availability of funds, the Department shall initially issue a Request for Proposal (RFP) to interested community-based providers. The Department shall advertise the availability of the RFP and maintain a bidders list of community-based providers for this purpose. The Department shall review all applications submitted in accordance with RFP instructions and make all grant awards on a competitive basis. The RFP shall include but is not limited to:
- 1) a description of the purpose of the grant program.
  - 2) a discussion of activities and costs eligible for reimbursement.
  - 3) a format for preparation of grant applications including:
    - A) a description of the community-based provider;
    - B) a description of the partnership agreement with local businesses;
    - C) a narrative description of the proposed training program (including the targeted industries and occupations, the curriculum, and the role of local employers in the delivery of training);
    - D) a description of the local employers' role in assessing skill needs, curriculum development, the provision of training and placement of program completers;
    - E) the specific activities and costs proposed for grant reimbursement;

- F) projected outcomes from grant activities including a description of deliverable products, the number of low wage and recently hired disadvantaged persons to be trained and the likely effect training will have on their future earnings;
        - G) a description of the qualifications of key personnel to be assigned to the project;
        - H) a requested budget; and
        - I) supporting budget justification.
      - 4) a schedule for the submittal, review, and selection of grant applicants for funding.
    - b) Continuation Grants  
Pursuant to 20 ILCS 605/46.19j(f), and contingent upon availability of funds, the Department may negotiate continuation grants for projects that were originally competitively procured and performed successfully. An application shall include but not be limited to:
      - 1) a description of the purpose of the grant program.
      - 2) a discussion of activities and costs eligible for reimbursement.
      - 3) a format for preparation of grant applications, including:
        - A) a description of the community-based provider;
        - B) a description of the partnership agreement with local businesses;
        - C) a narrative description of the proposed training program (including the targeted industries and occupations, the curriculum, and the role of local employers in the delivery of training);
        - D) a description of the local employers' role in assessing skill needs, curriculum development, the provision of training and placement of program completers;
        - E) the specific activities and costs proposed for grant reimbursement;
        - F) projected outcomes from grant activities, including a description of deliverable products and the number of low wage and recently

hired disadvantaged persons to be trained and the likely effect training will have on their future earnings;

G) a description of the qualifications of key personnel to be assigned to the project;

H) a requested budget;

I) supporting budget justification;

J) a detailed comparison of previous years' projected outcomes with actual performance; and

K) a narrative description of the accomplishments under the projects to be continued.

4) a schedule for the submittal and review of applications, and selection of grant applicants for funding.

#### **Section 2660.130 Allowable Activities**

Grantees may undertake all reasonable and necessary activities required to:

- a) develop training curricula specific to the skill needs of specific employers appropriate for low skilled, low wage employees and recently hired disadvantaged persons;
- b) provide industry linked skill training to low wage employees and recently hired disadvantaged persons; and
- c) work cooperatively with local employers to evaluate and refine training programs for recently hired disadvantaged persons and/or existing low wage workers that will assist the targeted industries meet skill shortages.

#### **Section 2660.140 Allowable Costs**

Allowable grant costs include:

- a) expenses to design training curricula and related materials;
- b) expenses to provide industry linked skill training to low wage employees and recently hired disadvantaged persons (e.g., instructor costs and curriculum materials);

- c) expenses for the ongoing evaluation and refinement of the curricula and related materials;
- d) expenses for ongoing coordination of the Training Partners; and
- e) expenses incurred to meet grant administration requirements.

#### **Section 2660.150 Employer Role**

The work plan must provide for:

- a) involvement of local employers in identifying the specific skill needs;
- b) involvement of local employers in planning the curricula;
- c) use of instructional materials directly used by the employer in the targeted industry;
- d) the employer to directly assist in the training activities (e.g., participate as instructors or use employer equipment and technology); and
- e) retention and promotion of workers, including recently hired disadvantaged persons, after receipt of training through the program.

#### **Section 2660.160 Participant Eligibility**

Eligible participants for training under this program include:

- a) existing low wage employees in the targeted industry; and
- b) disadvantaged persons recently hired into jobs in the target industry.

#### **Section 2660.170 Employer Eligibility**

Employers with less than 250 full-time workers may participate in the Industry Linked Training for Low Wage Workers program.

#### **Section 2660.180 Grant Selection Criteria**

The Department shall consider the following criteria in making funding decisions:

- a) the performance of meeting the goals of the previous years' grant, including the



level of success in achieving employment, wage, and retention goals, shall be the primary consideration in contract rewards and subsequent funding levels;

- b) the experience of the community-based provider serving low wage, low skilled workers and disadvantaged persons, including welfare recipients;
- c) the level of participation of local employers in the Training Partnership and proposed work plan;
- d) the amount of matching funds (either cash or in-kind) provided by the local employers;
- e) the likelihood that training will result in increased earnings for program participants;
- f) the qualifications of personnel assigned to the proposed project;
- g) the quality of the proposed curricula and related materials; and
- h) reasonableness of the proposed costs in relation to the number of low wage workers and disadvantaged persons to be trained.

#### SUBPART C: INDUSTRY LINKED TRAINING FOR UNEMPLOYED DISADVANTAGED PERSONS

##### **Section 2660.210 Program Goal**

Establish or expand partnerships between community-based providers, economic development organizations, and local employers to develop training programs for unemployed disadvantaged persons to meet the skill needs of local industry.

##### **Section 2660.220 Application Procedures**

- a) **Initial Applications and Awards**  
Contingent upon the availability of funds, the Department shall initially issue a Request for Proposal (RFP) to interested community-based providers. The Department shall advertise the availability of the RFP and maintain a bidders list of community-based providers for this purpose. The Department shall review all applications submitted in accordance with RFP instructions and make all grant awards on a competitive basis. The RFP shall include but is not limited to:
  - 1) a description of the grant program.

- 2) a discussion of activities and costs eligible for reimbursement.
- 3) a format for preparation of grant applications including:
  - A) a description of the community-based provider;
  - B) a description of the partnership agreement with local businesses and economic development organizations;
  - C) a narrative description of the proposed industry linked program to be developed including identification of targeted industries and occupations;
  - D) the specific activities and costs proposed for grant reimbursement;
  - E) projected outcomes from grant activities including a description of deliverable products, the number of participants to be placed in employment, and the average wage at placement;
  - F) a description of the qualifications of personnel to be assigned to the project;
  - G) a requested budget; and
  - H) supporting budget justification.
- 4) a schedule for the submittal, review, and selection of grant applicants for funding.

b) Continuation Grants

Pursuant to 20 ILCS 605/46.19j(f), and contingent upon availability of funds, the Department may negotiate continuation grants for projects that were originally competitively procured and performed successfully. An application shall include but not be limited to:

- 1) a description of the purpose of the grant program.
- 2) a discussion of activities and costs eligible for reimbursement.
- 3) a format for preparation of grant applications, including:
  - A) a description of the community-based provider;

- B) a description of the partnership agreement with local businesses;
  - C) a narrative description of the proposed training program (including the targeted industries and occupations, the curriculum, and the role of local employers in the delivery of training);
  - D) the specific activities and costs proposed for grant reimbursement;
  - E) projected outcomes from grant activities, including a description of deliverable products and the number of low wage and recently hired disadvantaged persons to be trained and the likely effect training will have on their future earnings;
  - F) a description of the qualifications of key personnel to be assigned to the project;
  - G) a requested budget;
  - H) supporting budget justification;
  - I) a detailed comparison of previous years' projected outcomes with actual performance; and
  - J) a narrative description of the accomplishments under the projects to be continued.
- 4) a schedule for the submittal and review of applications, and selection of grant applicants for funding.

#### **Section 2660.230 Allowable Activities**

Grantees may undertake all reasonable and necessary activities required to:

- a) assess the employment barriers of local residents who are unemployed disadvantaged persons;
- b) work cooperatively with local economic development organizations to identify the unmet skill needs of one or more local industries;
- c) work cooperatively with local employers from those industries to design and deliver training programs for disadvantaged persons that will assist the targeted industries in meeting skill shortages; and

- d) placement of program completers into jobs in the targeted industries.

#### **Section 2660.240 Allowable Costs**

Allowable grant costs include:

- a) expenses for the design and implementation of a needs assessment to determine specific skill shortages being experienced by one or more local industries;
- b) expenses for the design and implementation of a needs assessment to determine the education and training needs of disadvantaged persons relative to the skill needs of local industries;
- c) expenses for the design of curricula and related materials for training programs designed for disadvantaged persons to prepare them to meet identified skill labor shortages;
- d) expenses for the delivery of the industry linked training to unemployed persons and placement of program completers into jobs in the targeted industries;
- e) expenses for ongoing coordination of the Training Partners; and
- f) expenses incurred to meet grant administration requirements.

#### **Section 2660.250 Employer Role**

The curriculum and training plan must provide for:

- a) involvement of local employers in identifying the specific skill needs;
- b) involvement of local employers in planning the curricula;
- c) use of instructional materials directly used by the employer in the targeted industry;
- d) the employer to directly assist in the training activities (e.g., participate as instructors or use employer equipment and technology); and
- e) placement of trainees who successfully complete training into jobs in the targeted industries.

#### **Section 2660.260 Participant Eligibility**

Eligible participants for training under this program include unemployed disadvantaged persons.

**Section 2660.270 Grant Selection Criteria**

The Department shall consider the following criteria in making funding decisions:

- a) the performance of meeting the goals of the previous years' grant, including the level of success in achieving employment, wage, and retention goals, shall be the primary consideration in contract rewards and subsequent funding levels;
- b) experience of the community-based provider serving disadvantaged persons, including welfare recipient;
- c) level of participation of local employers in the Training Partnership and proposed work plan;
- d) likelihood of placement of disadvantaged persons in the specific target occupations within the targeted industries and the average wage at placement;
- e) qualifications of personnel assigned to the proposed project;
- f) technical quality of the proposed work plan; and
- g) reasonableness of the proposed costs.